



300 W. Washington Street
Greensboro, NC 27401
www.greensboro-nc.gov

Greensboro e-Procurement Supplier User Guide

Entering Event Responses

April 19 , 2010

Supplier Responses Guide

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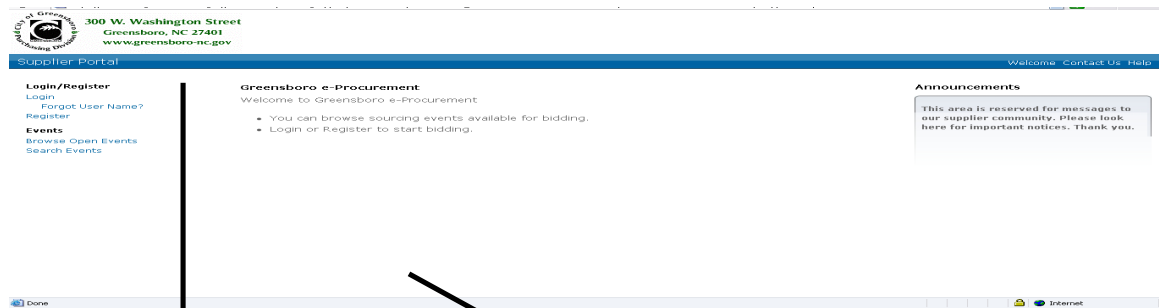
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Supplier Responses Guide

Getting Started

From the portal:

- Click “Login”, Note all fields flagged with an asterisk (*) are required.

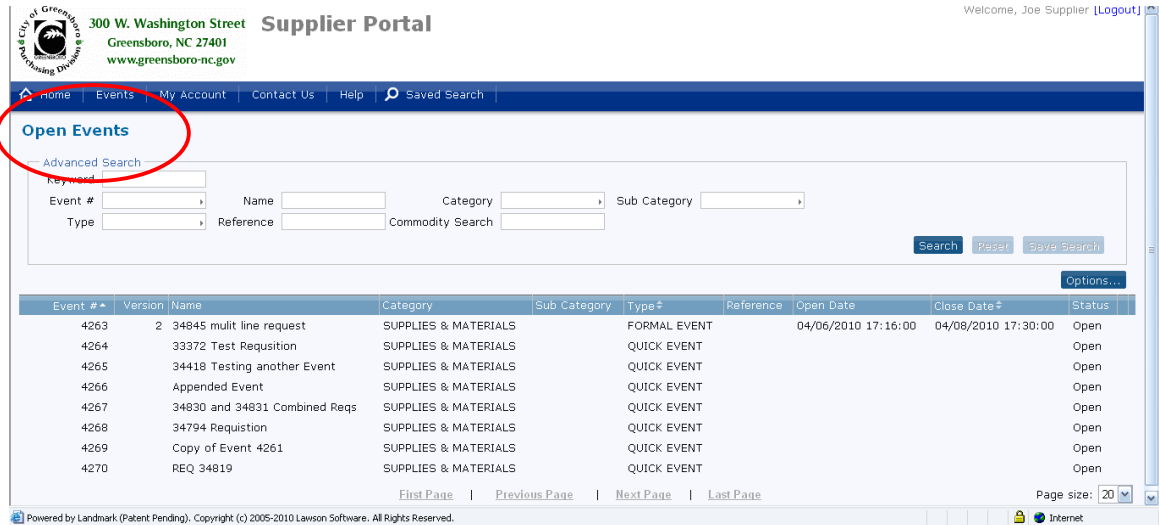
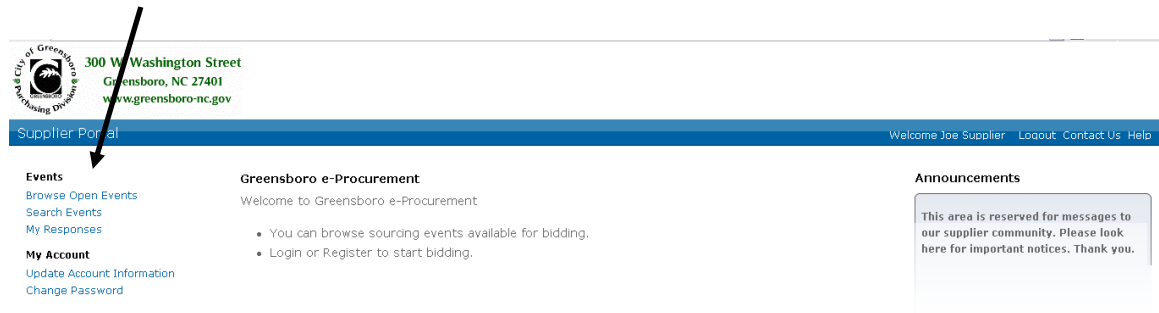


- Enter your username
- Enter your password
- Click Login button

A screenshot of the Lawson login form. It features the 'LAWSON' logo at the top. Below it is a form with two input fields: 'User Name' and 'Password'. A 'Login' button is positioned below the fields. At the bottom, there are two lines of text: 'If you don't have an account, [click here](#) to register.' and 'If you forgot your password, [click here](#) to reset.' The footer contains copyright information: 'Copyright © 2000-2008 Lawson Software Inc.' and 'Technology version.build'.

Supplier Responses Guide

Click on Browse Open Sourcing Events to see all available events to bid.



System will display all Events that are Open for Bidding.

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Selecting the Event

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Supplier Portal

Welcome, Joe Supplier [Logout]

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Open Events

Advanced Search

Keyword:

Event #: Name: Category: Sub Category:

Type: Reference: Commodity Search:

Search Reset Save Search

Options...

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Status
4263	2	34845 mult line request	SUPPLIES & MATERIALS		FORMAL EVENT		04/06/2010 17:16:00	04/08/2010 17:30:00	Open
4264		33372 Test Requisition	SUPPLIES & MATERIALS		QUICK EVENT				Open
4265		34418 Testing another Event	SUPPLIES & MATERIALS		QUICK EVENT				Open
4266		Appended Event	SUPPLIES & MATERIALS		QUICK EVENT				Open
4267		34830 and 34831 Combined Reqs	SUPPLIES & MATERIALS		QUICK EVENT				Open
4268		34794 Requisition	SUPPLIES & MATERIALS		QUICK EVENT				Open
4269		Copy of Event 4261	SUPPLIES & MATERIALS		QUICK EVENT				Open
4270		REQ 34819	SUPPLIES & MATERIALS		QUICK EVENT				Open

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The system will display the list of events **Open Events**.

- Select the event you want to bid on by double clicking on it.

The system will open the Summary form for the selected event.

- You may view additional information about the event by clicking on each tab: Questions, Terms and Conditions, Lines, Q And A Forum, etc.
- When ready to respond to the bid, click on **Respond Now**

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Supplier Portal

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Event Summary

Back

Respond Now No Bid Ask A Question Print

Event # 4263 2 34845 mult line request

Summary Lines Q And A Forum Amendments

Event Summary

— Collapse All

Dates

Preview:
Open: 04/06/2010 17:16:00
Close: 04/08/2010 17:30:00

Q And A Open: 04/06/2010 18:02:12
Q And A Close: 04/08/2010 16:30:00
Dispute Close:

Description

This is a request for pricing for a non-sealed quick response event. Please respond at your earliest opportunity as we look to award this in an expeditious manner. Award will be made at the time and in the best interest of the City of Greensboro.

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Event # 4263-2 - Event Response

Event Response > Line Responses > Response Attachments > Submit Response

Read the Terms and Conditions for this event. Click Accept to continue.

☐ I accept the Terms and Conditions for this event and confirm that I am authorized to accept these Terms and Conditions and submit bids for my company.

Continue Cancel

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- Check the box beside “I Accept the Terms and Conditions for This Event.
- CLICK Continue →

Supplier Responses Guide

Entering Line Responses

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Supplier Portal

Event # 4263-2 - Line Responses

Sourcing Event Response Created

Event Response > Line Responses > Response Attachments > Submit Response

Respond to at least one event line. An asterisk indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price
*1	4205638V09 BELT CLIP CONTOURED	COG MTUG Pricing 02/25/10	10.0000		EA		Respond
*2	8505241U11 ANTENNA	COG MTUG Pricing 02/25/2010	20.0000		EA		Respond
*3	HKN6169B CABLE REMOTE MOUNT 5M	COG MTUG Pricing 02/25/10	1.0000		EA		Respond
*4	HLN6863A IGNITION PLUS SPEAKER J	COG MTUG Pricing 02/25/10	5.0000		EA		Respond
*5	HSN4018C SPKR SYS 9000	COG MTUG Pricing 02/25/10	5.0000		EA		Respond
*6	NTN7144CR PREM BATT NICD	COG MTUG Pricing 02/25/2010	12.0000		EA		Respond
*7	NTN8266B BELT CLIP KIT	COG MTUG Pricing 02/25/2010	10.0000		EA		Respond
*8	WPN4037A PREM BATT NIMH 2000 IS	COG MTUG Pricing 02/25/10	5.0000		EA		Respond

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The system will display all the lines associated with this event. To respond:

- Click the **Respond** hyperlink to the right of the line.

The system will open the line details form.

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Supplier Portal

Event # 4263-2 - Line Response

Line Response

Respond to at least one event line. An asterisk indicates a response is required.

Line 1 Details

Description

Item: 4205638V09 BELT CLIP CONTOURED

Item Description: COG MTUG Pricing 02/25/10

Output Type: PO

Quantity: 10.0000

UOM: EA

Requested Delivery Date: 04/16/2010

Manufacturer Code:

Division:

Manufacturer Number:

Commodity Code: 005

Commodity Description: ABRASIVES

Enter Line 1 Response Information

Vendor Item:

Vendor Item Description:

Quantity:

UOM: EA

UOM Detail:

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Supplier Responses Guide

Line 1 Details

Description

Item 4205638V09 BELT CLIP CONTOURED Item Description COG MTUG Pricing 02/25/10 Output Type PO

Quantity 10.0000 UOM EA Requested Delivery Date 04/16/2010

Manufacturer Code Division Manufacturer Number

Commodity Code 005 Commodity Description ABRASIVES

Enter Line 1 Response Information

Vendor Item

Vendor Item Description

Quantity

UOM EA UOM Detail

Unit Price -or- No Charge -or- No Bid ~ reason

Extended Price

Delivery Date

Response Comments

[Continue](#) [Cancel](#)

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- Enter item information: Vendor Item Number, Description, Bid Quantity, UOM Detail for clarification, Unit Price or No Charge or No Bid. You may also include any comments that assist the buyer in consideration of your bid.
- When finished, click **Continue** →

The system will return to the summary form and you will see the line status updated to **Edit Response**.

- Continue to update other lines as needed.

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Event # 4263-3 - Line Responses

[Event Response](#) [Line Responses](#) [Response Attachments](#) [Submit Response](#)

Respond to at least one event line. An asterisk indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Alternate Responses
*1	4205638V09 BELT CLIP CONTOURED	COG MTUG Pricing 02/25/10	10.0000	10.0000	EA	4.25000	42.50	Edit Response Add
*2	8505241U11 ANTENNA	COG MTUG Pricing 02/25/2010	20.0000		EA			Respond
*3	HKN6169B CABLE REMOTE MOUNT 5M	COG MTUG Pricing 02/25/10	1.0000		EA			Respond
*4	HLN6863A IGNITION PLUS SPEAKER J	COG MTUG Pricing 02/25/10	5.0000		EA			Respond
*5	HSN4018C SPKR SYS 9000	COG MTUG Pricing 02/25/10	5.0000		EA			Respond
*6	NTN7144CR PREM BATT NICD	COG MTUG Pricing 02/25/2010	12.0000		EA			Respond
*7	NTN8266B BELT CLIP KIT	COG MTUG Pricing 02/25/2010	10.0000		EA			Respond
*8	WPNN4037A PREM BATT NIMH 2000 IS	COG MTUG Pricing 02/25/10	5.0000		EA			Respond

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- Some events have been set by the buyers to allow alternate bids. Alternate bids can be entered using the **Add** hyperlink next to the **Edit Response** hyperlink.

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Alternate Line Responses

Back Add

Line #	Item Description	Vendor Item	Vendor Item Desc	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price
No data available								

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- Click the **Add** button, and add your alternate response.

Respond to at least one event line. An asterisk indicates a response is required.

Line 1 Details

Description
Item Description COG MTUG Pricing 02/25/10
Quantity 10.0000
Manufacturer Code
Commodity Code 005

Output Type PO
UOM EA
Requested Delivery Date 04/16/2010
Division
Manufacturer Number
Commodity Description ABRASIVES

Enter Line 1 Response Information

Vendor Item
Vendor Item Description
Quantity
UOM EA UOM Detail
Unit Price -or- No Charge
Extended Price
Delivery Date


Response Comments

Continue Cancel

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- Complete your alternate response by entering your vendor item and description, quantity and unit price. Alternately you can add the delivery date and comments.
- When you have finished entering responses, click Continue →

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Alternate Line Responses

[Back](#) [Actions](#) [Delete](#) [Add](#) [Options...](#)

Sourcing Event Line Alternate Response Created


Line #	Item Description	Vendor Item	Vendor Item Desc	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price
*1	COG MTUG Pricing 02/25/10	VENDOR ITEM	description	10.0000	10.0000	EA	5.67000	56.70

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- You can continue to add as many alternative responses as you would like for the specific event line item.
- Once finished click the **Back** button.

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Event # 4263-3 - Line Responses

[Event Response](#) [Line Responses](#) [Response Attachments](#) [Submit Response](#)

Respond to at least one event line. An asterisk indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Alternate Responses
*1	4205638V09 BELT CLIP CONTOURED	COG MTUG Pricing 02/25/10	10.0000	10.0000	EA	4.25000	42.50	Edit Response View (1)
*2	8505241U11 ANTENNA	COG MTUG Pricing 02/25/2010	20.0000		EA			Respond
*3	HK6169B CABLE REMOTE MOUNT 5M	COG MTUG Pricing 02/25/10	1.0000		EA			Respond
*4	HLN6863A IGNITION PLUS SPEAKER J	COG MTUG Pricing 02/25/10	5.0000		EA			Respond
*5	HSN4018C SPKR SYS 9000	COG MTUG Pricing 02/25/10	5.0000		EA			Respond
*6	NTN7144CR PREM BATT NICD	COG MTUG Pricing 02/25/2010	12.0000		EA			Respond
*7	NTN8266B BELT CLIP KIT	COG MTUG Pricing 02/25/2010	10.0000		EA			Respond
*8	WPN4037A PREM BATT NIMH 2000 IS	COG MTUG Pricing 02/25/10	5.0000		EA			Respond

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Supplier Responses Guide

Entering responses to Event Questions

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Supplier Portal

Event # 4263-4 - Question Responses

Event Response > Line Responses > **Question Responses** > Response Attachments > Submit Response

Respond to the questions for this event. Some questions require a response. Required questions are marked with an asterisk (*). Question text fields are limited to 60 characters.

1. Brand Quoted

Answer

Back

Continue Cancel

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- Enter responses to any questions listed.
- If response allows a document to be uploaded you can upload a document.
- When finished, click **Continue** →

Supplier Responses Guide

Adding an Attachment to your Response

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Supplier Portal

Event # 4263-4 - Response Attachments

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Attach any documents, specifications, and pictures you have for this event. Attachment size must be 4 mg or less.

Add

Attachment Title	File
No data available	

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Internet

- Click the **Add** button

The system will open the Attachments form.

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Supplier Portal

Event Response - Attachments

Attach any documents, specifications, and pictures you have for this event. Attachment size must be 4 mg or less.

* Title

* File **Browse...**

* = Required

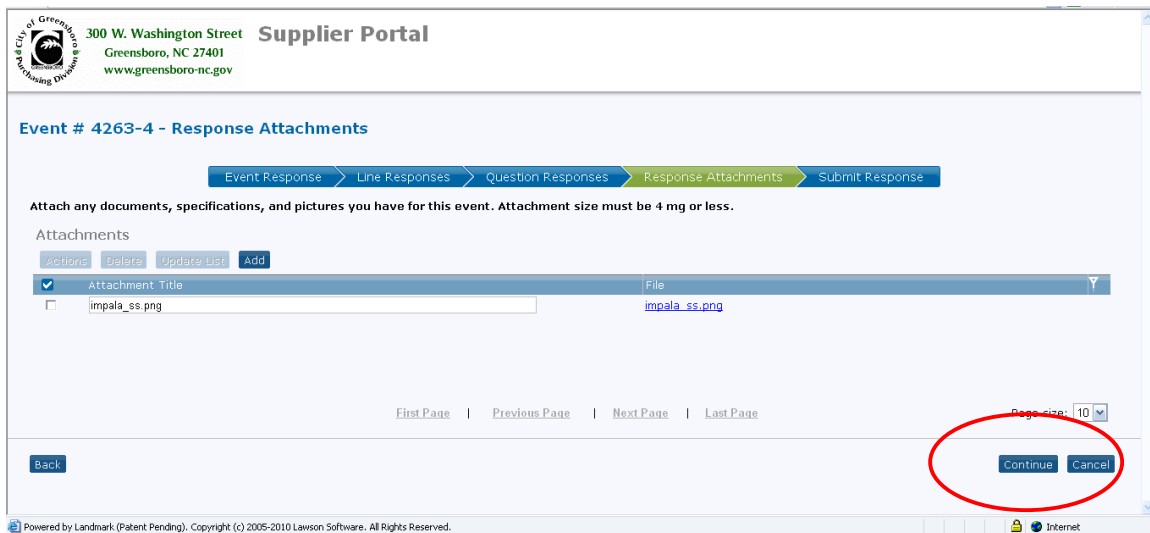
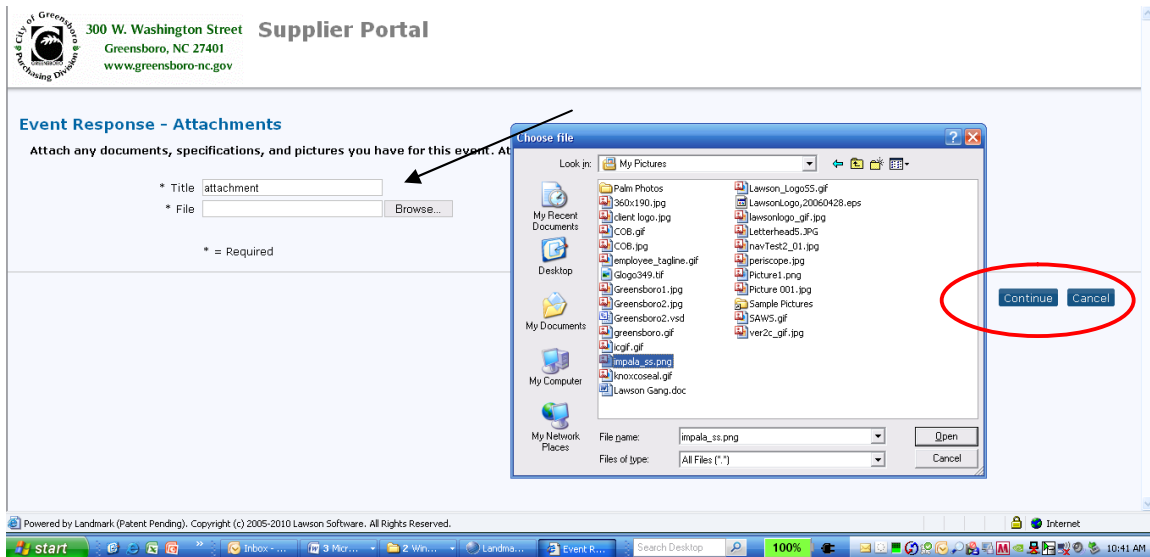
Continue **Cancel**

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Internet

- Enter a title for the Attachment
- Click the **Browse** button to display files
- Highlight file and click **Open** (this will attach the file)
- Click **Continue** →

Supplier Responses Guide



The system will display your attachment.

- Click **Continue** →

Supplier Responses Guide

Submit and Print Your Response

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Supplier Portal

Event # 4263-4 - Event Response

Sourcing Event Response Updated

Submit Response

All requirements have been met. Click the Submit button to complete your response.

Submit

Click the Back button to review your response details, or click the Done button to complete your response at a later time. To be eligible for award, your response must be submitted by April 8, 2010 5:30:00 PM EDT

Print My Response

Back Done

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- Click **Submit** to complete the event and send responses to the City of Greensboro.
- Use the **Print My Response** button to obtain a hard copy of your responses.
- Click **Done** to return to Open Events form.

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Supplier Portal

Event # 4263-4 - Event Response

Submit Completed

Submit Response

Congratulations, your response has been submitted. Click the Done button to continue.

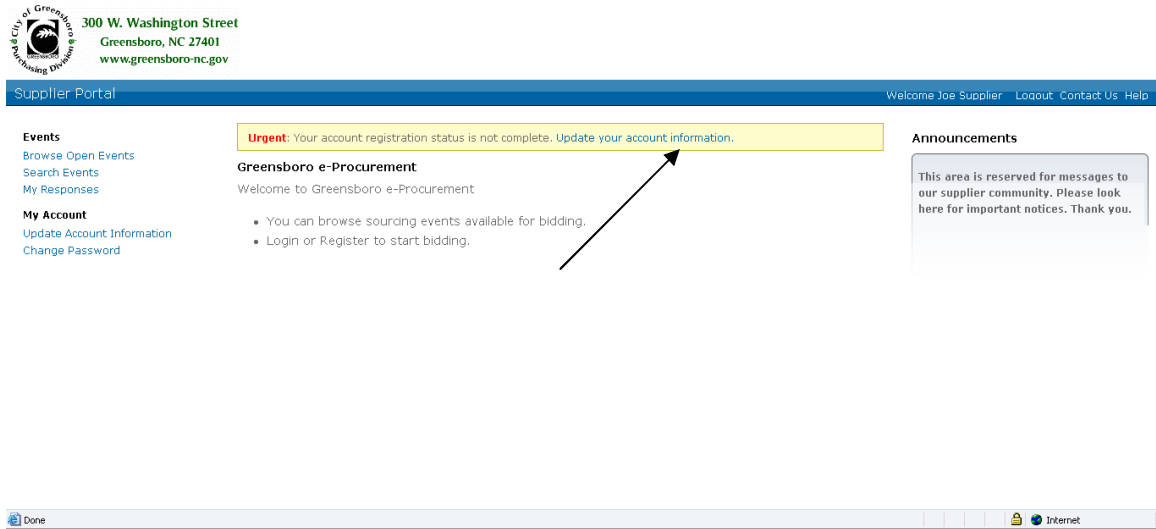
Print My Response

Back Done

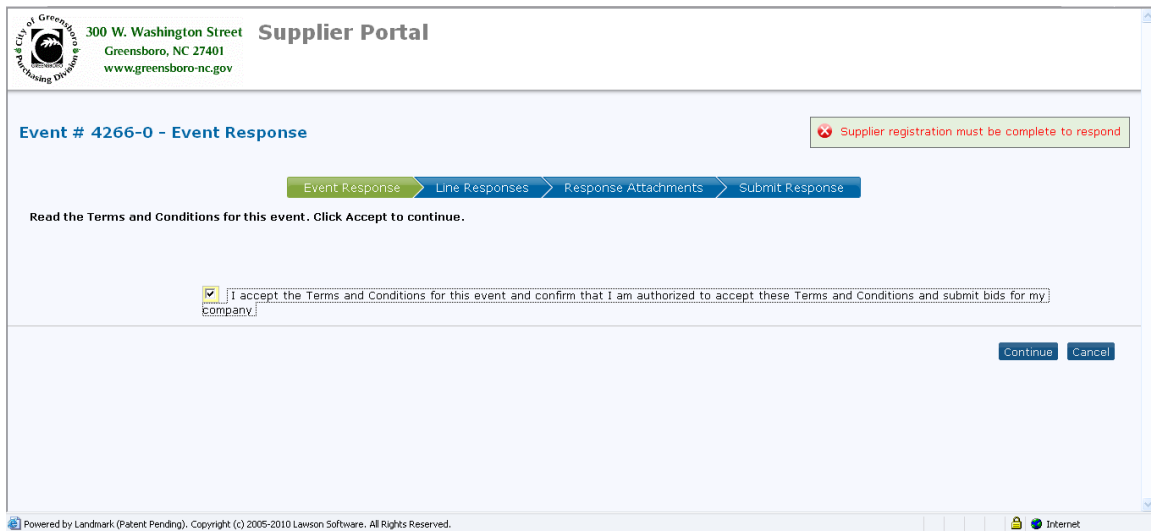
Submit Completed Internet

Supplier Responses Guide

Registration Incomplete



If you do not register for Commodity Codes at the time of registration, the system will display this message when you sign into the site.



When attempting to enter an Event response a message will also display, and stop you from entering the response. Registering for Commodity Codes also ensures that you are notified of event opportunities related to your line of business. Please review the manual, [Supplier Registration Guide](#), to complete the Commodity Code registration.

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